



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 11.1**

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### **Subject: Assessment Training for DCS Program Operations Employees**

Supersedes: NA

**Local Policy: No**  
**Local Procedures: No**  
**Training Required: No**

Approved by:

Effective date: 07/01/1997

Revision date:

### **Application**

To All Department of Children's Services Program Operations Employees.

**Authority:** TCA 37-5-106

### **Policy**

Assessment is the ongoing process that is the foundation for all case management decisions made for families and children relative to the intensity of their level of care services and type of placement, if out of home placement is warranted. An assessment is completed initially on every appropriate case type and then is updated accordingly at all relevant decision making points initially and throughout the life of the case. All staff that will be assessing children initially and throughout the life of the case will receive training in the components of the DCS comprehensive assessment.

### **Procedures**

#### **A. Components of the comprehensive assessment**

1. There are seven components of the DCS comprehensive assessment that may be used as appropriate case type warrants:
  - ◆ *EPSD&T*
  - ◆ *Social History*
  - ◆ *Cps Strength And Risk Assessment*
  - ◆ *Community Risk Assessment (CRA)*

- ◆ *Shortform Assessment For Children (SAC)*
- ◆ *Family Functioning Assessment*
- ◆ *Decision guidelines*

**B. Goals of assessment**

1. The goals of the comprehensive assessment are:
  - ◆ *Identify patterns of success and failure in service delivery system*
  - ◆ *Provide for the development of flexible service standards based on specific needs*
  - ◆ *Allow more effective and efficient service provision and resource utilization*
  - ◆ *Provide a consistent measurement criteria on which to base service decisions*
  - ◆ *Increase credibility through valid and reliable measures and case management*
  - ◆ *Increase staff comfort, confidence with, and quality of the decision making process*

**C. Training**

1. All staff who will be assessing children will receive appropriate training in the assessment tools. This training will be documented for each employee.
2. Each employee will receive a DCS Assessment Training Manual that will serve as a procedural guide for the assessment process.

**D. Annual review**

1. The Commissioner will appoint a committee annually that will review the Assessment Manual and all the components of the comprehensive assessment process and make revisions if necessary.

**Forms**

None

**Collateral Documents**

*DCS Assessment Training Manual*

**Standards**

None